

# Timberlake Estates Property Owners Association

TEPOA • P.O. Box 452 • Cypress, TX, 77410-0452

Quarterly Meeting, July 9, 2007  
Cypress Creek Fire Department, Station 22, Cypress, Texas

Agenda Item	Discussion Leader														
Call to order	Chairman														
Confirm quorum <ul style="list-style-type: none"> <li>• Must be current on maintenance fees to vote and participate</li> <li>• Please conduct yourself in an orderly fashion or you will be asked to leave the meeting</li> </ul>	Chairman														
Installation of new board members - n/a	Chairman														
Reading and approval of minutes not heretofore read <ul style="list-style-type: none"> <li>• 4/9/07 Minutes</li> </ul>	Secretary														
Announce purpose of meeting	Chairman														
Committee Reports	Board and Committee Chair(s)														
Unfinished business <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Secretary</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> <li>• Spring Fling Review</li> <li>• Online Calendar Review</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Legal</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> <li>• Deed Restriction Focus areas</li> <li>• HIR Reminder</li> <li>• Deed Restriction violation updates</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Treasurer</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> <li>• Q1 2007 Budget vs Actuals report</li> <li>• Q1 2007 Income Report</li> <li>• CD updates</li> <li>• % of property owners who have paid and not paid for 2007</li> <li>• Amount of money outstanding to TEPOA</li> <li>• Late notice mailout update</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Security</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> <li>• July 4<sup>th</sup> Patrol report out</li> <li>• National Night Out in August</li> <li>• Incident reporting update</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Communications</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> <li>• Call for Timbergram articles</li> <li>• Call for email addresses</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Lake</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> <li>• Report out on shoring up the lake walkway with rip rap</li> <li>• Other lake improvement plans</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Chairman</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> <li>• Traffic control signalization update</li> <li>• Suggestions for use of free money</li> </ul> </td> </tr> </table>	Secretary	<ul style="list-style-type: none"> <li>• Spring Fling Review</li> <li>• Online Calendar Review</li> </ul>	Legal	<ul style="list-style-type: none"> <li>• Deed Restriction Focus areas</li> <li>• HIR Reminder</li> <li>• Deed Restriction violation updates</li> </ul>	Treasurer	<ul style="list-style-type: none"> <li>• Q1 2007 Budget vs Actuals report</li> <li>• Q1 2007 Income Report</li> <li>• CD updates</li> <li>• % of property owners who have paid and not paid for 2007</li> <li>• Amount of money outstanding to TEPOA</li> <li>• Late notice mailout update</li> </ul>	Security	<ul style="list-style-type: none"> <li>• July 4<sup>th</sup> Patrol report out</li> <li>• National Night Out in August</li> <li>• Incident reporting update</li> </ul>	Communications	<ul style="list-style-type: none"> <li>• Call for Timbergram articles</li> <li>• Call for email addresses</li> </ul>	Lake	<ul style="list-style-type: none"> <li>• Report out on shoring up the lake walkway with rip rap</li> <li>• Other lake improvement plans</li> </ul>	Chairman	<ul style="list-style-type: none"> <li>• Traffic control signalization update</li> <li>• Suggestions for use of free money</li> </ul>	Chairman
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New business, motions and resolutions	Chairman														
Special programs – none	Chairman														
Close	Chairman														

**TEPOA Articles of Incorporation, 11/12/85, Article Four**

The specific and primary purpose for which the Corporation is organized is to own, operate and maintain recreational property exclusively for the use and benefit of its members, and to enforce, defend and maintain those deed restrictions in effect and filed of record in the Real Property Records of Harris County, Texas for the Timberlake Estates, Section One, a subdivision of Harris County, Texas as such deed restrictions may be in force at this time or as amended from time to time.

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## **Meeting Summary**

Chairman Brett Basford called the meeting to order at 7:03 PM. A quorum was confirmed.

## **Secretary**

Pam Thompson read the minutes from the April 9, 2007 general meeting. A motion was made by George Franklin and seconded by Donna Stathakos to accept the minutes as read. Motion passed and the minutes were accepted.

Pam Thompson reported on the success of the Spring Fling. Pam reviewed the on-line calendar for the upcoming quarter. Brett Basford explained the reasoning for the calendar review.

## **Legal**

Jeff Gunn said that Home Improvement Requests is the focus for this quarter. He reported that the HIR guidelines are being followed.

## **Treasurer**

Brett Basford presented the budget report in Debbie Shifflet's absence. The checkbook balance reported was \$37,480.74. The budget vs. actual numbers was presented.

Brett reported on the walkway work that was done at the lake. George Franklin asked if the damage to the bridge was done by the person who fixed the walkway. Wayne Francisco stated that it was. George asked if this person had insurance to cover the damage and Wayne said that he wasn't sure but would check into it.

## **Security**

Wayne Francisco reported that he had no report for July 4<sup>th</sup> patrol coverage because we were stood up. He will not use this person in the future.

Wayne said that there will be no pre National Night Out, but National Night Out is set for August 7, 2007.

The Incident Report was presented by Wayne. He reported on cars that have recently been broken into but stated that the cars were not locked. He stressed the importance locking your vehicles and protecting your property.

## **Communications**

Ann Pavalock said that she still needs e-mail addresses to be submitted to her. The next deadline for Timbergram articles is September 18, 2007. She sent out 135 Timbergrams via US mail in the last mailing.

## **Lake**

Robert Key thanked Wayne Francisco for heading up the repair of the walkway with riprap. He reported that we will be making a decision on how to handle the bridge repair. He stated that the algae growing in the lake is Charra and can be treated.

How the lake is being mowed was discussed and it was stated that the mower has been asked to lower the box on his mower to get a closer cut.

## **Chairman**

Brett Basford reported on the turn lane that will be made on Cypress N. Houston at Timberlake. Brett reported that there are grants available to civic groups by the United Way. He said that if anyone wanted to form a committee to research the specifics it would be welcomed. If we were to pursue this our project plan would be due by August 20, 2007.

## **New Business**

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Ann Pavalock stated she would like to see about getting a new sign for our entrance. She is willing to head up a committee to research this possibility. The question was asked about who constructed the original sign and what kind of condition it is currently in. Brett Basford said that he will go look at the sign.

George Franklin made a motion to adjourn. It was seconded by Donna Stathakos and the meeting adjourned at 7:52 p.m.

## **Meeting Attendees**

Count	Last Name	First Name
1	Badillo	Martivanio
2	Basford	Brett
3	Chambers	Sallie
4	Francisco	Wayne
5	Franklin	George
6	Harmon	Suggie
7	Key	Robert
8	Koen	Maria
9	Koen	Ron
10	Lafferty	Ellen
11	Lafferty	Paul
12	Pavalock	Ann
13	Sikes	Michael
14	Spires	Anna
15	Spires	Dale
16	Stathakos	Donna
17	Stewart	Madge
18	Stewart	Ted
19	Thompson	Pam